

97-84140-22

U.S. Office of Civilian  
Defense

Volunteers in nutrition

[Washington]

1942

97-84140-22

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## BIBLIOGRAPHIC MICROFORM TARGET

ORIGINAL MATERIAL AS FILMED - EXISTING BIBLIOGRAPHIC RECORD

308	
Z	
Box 610	U. S. <i>Office of civilian defense.</i>
	... Volunteers in nutrition. (Washington) The Office of civilian defense with the cooperation of the Office of defense health and welfare services, 1942.
	11 p. 23 <sup>cm</sup> .
	At head of title: U. S. Office of civilian defense, Washington, D. C. Issued also in mimeographed form.
	"References on nutrition projects": p. 11.
1. Nutrition.	I. U. S. Office of defense health and welfare services. II. Title.
Library of Congress	TX357.U62 1942 c 42-38472
	(42c1) 044 89 355.23

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## TECHNICAL MICROFORM DATA

FILM SIZE: 35mmREDUCTION RATIO: 10:1IMAGE PLACEMENT: IA ☒ IIA IB IIBDATE FILMED: 7-10-97INITIALS: MCRTRACKING # : MSH 26010

FILMED BY PRESERVATION RESOURCES, BETHLEHEM, PA.

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# VOLUNTEERS IN NUTRITION



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Published By  
The Office of Civilian Defense  
With the Cooperation of  
The Office of Defense Health and Welfare Services

February 1942

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For the use of executives of Civilian Defense Volunteer Offices and executives of agencies or organizations using volunteers in nutrition programs, and community leaders who plan such programs

See Jan. 28, 1943

## FOREWORD

One of the responsibilities assigned to the Office of Civilian Defense is to "provide opportunities for constructive participation by civilians in the war program." To this end, the Office of Civilian Defense is instructed "to assist other Federal agencies in carrying out their war programs by mobilizing and making available to such agencies the services of the civilian population." It is further instructed "to review and approve all civilian defense programs of Federal agencies involving the use of volunteer services so as to assure unity and balance in the application of such programs."

As a guide to the manner in which volunteers may be used, the Office of Civilian Defense is cooperating with a number of Federal agencies in the preparation of manuals on volunteer service. This manual is one of a series prepared in cooperation with the Office of Defense Health and Welfare Services, whose function it is to strengthen and extend the health, welfare, and educational services of the country to meet effectively the needs of all our people in time of war.

## **I. THE PURPOSE OF THE NATIONAL NUTRITION PROGRAM**

The purpose of the National Nutrition Program is to make the United States a nation of strong, healthy people.

This is an all-time, long-range program now intensified in importance for a country at war.

## **II. THE NEED FOR A NATIONAL NUTRITION PROGRAM**

Our country demands maximum health and efficiency.

Our health goal is more than mere freedom from disease.

Health efficiency can be increased by the right food.

Malnutrition is widespread in this country even among people who have enough to eat. Choosing the right food is the key to good nutrition.

We have the scientific knowledge about nutrition and it is easily put in terms of three good meals a day.

Our food supply is abundant and can be increased if more is needed. If we need more protective foods, they can and will be produced.

We have the processing plants, the distribution system, and the storage facilities to make food available to all parts of the country at all seasons of the year.

We must make use of these resources.

We must combat ignorance and indifference by convincing everyone that better nutrition is possible and showing them how they can attain it.

## **III. THE NEED FOR VOLUNTEERS**

In a country of 130,000,000 people distributed over 3,000,000 square miles of territory in thousands of cities, towns, villages, and rural areas, it takes a host of workers to carry the knowledge of nutrition to every person.

Everyone who learns the rules of good nutrition and applies them in everyday living is cooperating in the National Nutrition Program.

This Manual is concerned especially with volunteers who are willing and able to become workers in community nutrition projects.

The local nutrition committee is or should be a part of the local defense council program.

Professional nutritionists are few compared with the population of this country. To conserve the services of the professional group so that they may do the tasks for which their training and experience especially qualify them, there must be a vanguard of willing volunteers ready to do the tasks, simple as well as skilled, listed in the following pages.

#### IV. THE SET-UP AND ADMINISTRATION OF THE NATIONAL NUTRITION PROGRAM

The National Nutrition Program is administered in the Nutrition Division of the Office of Defense Health and Welfare Services, Federal Security Agency. This Division provides a Nation-wide framework which draws together the work of Federal agencies, State and local nutrition committees, private organizations, and individual volunteers.

Government agencies engaged in nutrition activities:

##### I. United States Department of Agriculture.

Bureau of Agricultural Economics.  
Consumers' Counsel Division.  
Office of Experiment Stations.  
Extension Service.  
Farm Security Administration.  
Bureau of Home Economics.  
Agricultural Marketing Service.  
Rural Electrification Administration.  
Surplus Marketing Administration.

##### II. Federal Security Agency.

Social Security Board.  
Civilian Conservation Corps.  
Office of Education.  
Food and Drug Administration.  
United States Public Health Service.  
Nutrition Division (Office of Defense Health and Welfare Services).  
National Youth Administration.

##### III. United States Department of Labor.

Children's Bureau.  
Bureau of Labor Statistics.

##### IV. Federal Works Agency.

Work Projects Administration.  
(Home and Community Service.)

##### V. United States Department of the Interior.

Fish and Wildlife Service.

##### VI. Office for Emergency Management.

Office of Civilian Defense.  
Office of Price Administration.  
(Consumer Division.)

##### VII. Government Affiliated Agencies.

American Red Cross.  
National Research Council.  
(Food and Nutrition Board.)  
(Food Habits Committee.)

The Nutrition Division acts as clearing house and consultant to State nutrition committees in 48 States, the District of Columbia, Hawaii, and Puerto Rico.

Many of the State nutrition committees are set up on a county basis. Many cities, towns, and villages have formed local nutrition committees.

**ALL NUTRITION COMMITTEES**—State, county, or local, work in close cooperation with their respective **DEFENSE COUNCILS**.

Representatives of professional groups: The American Dietetics Association, the American Home Economics Association, the American Red Cross and the National Research Council as well as Government agencies serve on the National Nutrition Advisory Committee.

#### V. WORK OPPORTUNITIES FOR VOLUNTEERS

##### I. For Professional Volunteers.

- A. Serve as consultants and advisers on all nutrition projects.
- B. Teach refresher and other courses in nutrition.
- C. Plan and participate in nutrition institutes and conferences.
- D. Lecture on nutrition subject matter.
- E. Guide and participate in nutrition surveys.

##### II. For Nonprofessional Volunteers.

###### A. For Nutrition Aides.

- Participate in group feeding projects.
- Participate in cooking demonstrations.
- Advise on food buying and preparation.
- Set up exhibits.
- Assist in classes.
- Speak on nontechnical subjects.
- Assist in making nutrition surveys.

###### B. For those who have administrative ability or special skills:

1. Assist in organizing and administering the program:
  - Group feeding projects:
    - School lunches
    - Cooperative kitchens
    - Playgrounds
    - Recreation centers
    - Defense areas
    - Industrial centers
    - Settlement houses
  - Courses, institutes, classes, lectures, discussion groups.
  - Consultation services.
  - Equipment pools.
  - Fund raising.
  - Garden programs.
2. Assist in making nutrition surveys.
3. Publicize the nutrition program:
  - Press.
  - Radio.
  - Posters, exhibits.
  - Films.
  - Window displays.
4. Assist in promoting economic assistance projects:
  - School lunches.
  - Low-cost milk projects.

- Cooperative storage plants.
- Community gardens, canning projects.
- Food stamp plan.
- 5. Carry out the machinery of the program:
  - Clerical work.
  - Transportation.
  - Photography.
  - Preparation of materials, such as posters, booklets, exhibits.
  - Gardening.
  - Food preparation and service.
  - Library service.
  - Give demonstrations of food preparation and service.

## VI. CLASSIFICATION OF VOLUNTEERS

### Professional Volunteers.

**I. Nutritionists or dietitians.**—Those who hold a bachelor's degree from an accredited college or university with a major in food and nutrition and have had at least 2 years of recent practical experience in the field of nutrition education.

**II. Home economists.**—College graduates who have had at least 1 year of recent practical experience in the field of homemaking education including nutrition education; or who have recently completed a college course in nutrition or a nutrition refresher course.

**III. College graduates.**—Persons holding a degree in subjects such as chemistry, biology, or education, with courses in foods, nutrition, and allied subjects, and who have had recent experience in the field of nutrition education or who have recently completed a nutrition refresher course.

### Nonprofessional Volunteers.

#### I. Those who have taken special courses in nutrition.

Nutrition aides—persons who have completed a nutrition aide course or its equivalent. (See training for nutrition volunteers.)

Lay persons who have taken shorter courses, lecture series, and similar instruction.

**II.** Those who have administrative ability or special skills such as experience in organization, administration, or community leadership to head up committees; raise funds; interpret projects or programs to the public. They may also be able to do clerical work, photography, journalism, library work, exhibit work, drive a car, cook, can or do gardening. In order to fit themselves for specialized service or to function in the program more effectively, persons in this group may wish to take nutrition courses provided for nonprofessionals.

## VII. TRAINING FOR NUTRITION VOLUNTEERS

The following types of courses or institutes may be offered for nutrition volunteers. It is advisable that these be sponsored by the State or local nutrition committee.

- Refresher courses or institutes for professional volunteers.
- Nutrition courses or institutes for related professional groups.
- Nutrition aide courses for nutrition aides.
- Popular courses or institutes for the general public.

**Refresher courses or institutes.**—Are offered for those who have had training in nutrition to enable them to be up-to-date on the recent subject matter and educational methods in nutrition. They should be taught by persons actively engaged in nutrition education such as teachers of nutrition in schools and colleges, nutritionists in public and private agencies, and home economists actively engaged in nutrition education. These courses may prepare persons for teaching other nutrition courses.

**Nutrition courses or institutes.**—Are offered for related professional groups both technical and practical. They should be taught by persons actively engaged in nutrition education such as teachers of nutrition in schools and colleges, nutritionists in public and private agencies, and home economists actively engaged in nutrition education.

**Nutrition aide courses.**—The State nutrition committee may designate persons or agencies authorized to qualify persons to teach the courses for nutrition aides. These teachers will receive an instructor's card from the authorized agency.

The following or comparable agencies might be designated by the State nutrition committee:

1. American Red Cross through local chapters.
2. State and county extension services of the Department of Agriculture.
3. State and local school systems represented by—
  - a. State Department of Education functioning through local and county superintendents of schools.
  - b. State, city, or county supervisors of home economics education.
4. Universities and colleges offering courses in food and nutrition.

Individuals showing evidence of satisfactory completion of one of these nutrition aide courses within the past 2 years—at least 20 hours' work in the fundamentals of nutrition and their application to community needs—will qualify for official recognition from the local defense council as nutrition aides.

**Popular courses or institutes.**—Are offered for nonprofessional people. They should be taught under the supervision of a professional person actively engaged in the field or one who has recently completed

a refresher course in nutrition. These courses may be planned to supplement the individual's knowledge of nutrition and thus enable him to feed himself and his family in line with accepted nutrition standards. In addition, these courses may be so planned that the individual may be able to participate in some special nutrition project such as group feeding or consultation services. The length of the courses may vary depending on the needs of the groups.

### VIII. AGENCY USE OF VOLUNTEERS

I. The local agencies or groups which might be interested in using nutrition volunteers are:

- Local and State nutrition committees.
- City or county health departments.
- Community health agencies.
- City or county departments of public welfare.
- Visiting nurses associations.
- Hospital dietary departments and out-patient clinics.
- American Red Cross.
- Agricultural extension services.
- Civic, cultural, professional, labor, and church organizations.
- Schools—in health units or lunch rooms.
- Day nurseries.
- Group feeding projects.
- Libraries.

II. Agency needs for volunteer nutrition services should be made known to the State or local nutrition committee and to the civilian defense volunteer office if one has been organized in the community. The following specific information should be furnished:

1. Exact nature of the job volunteers are to do.
2. Training necessary.
3. Desirable qualifications for each job.
4. Days and hours when volunteers are to serve.
5. Where volunteer is to report.
6. Name of person to supervise volunteers.

The acceptance of volunteers is left to the discretion of the agency to which they are referred.

### REFERENCES ON NUTRITION PROJECTS

*Democracy Means All of Us.* Prepared by a Committee of the Children's Bureau, Office of Education; U. S. Public Health Service and Extension Service; U. S. Department of Agriculture, Washington, Nutrition Division, Office of Defense Health and Welfare Services, Federal Security Agency, 1942. (In preparation).

Handbook on how communities organize and study to meet community needs, with special reference to nutrition.

*Keep Fit with the Right Foods.* Helen S. Mitchell. Reprinted from The Booklist, American Library Association, Chicago, September, 1941.

A list of popular books, pamphlets, and periodicals on nutrition.

*School Lunches and Education.* The Cooperating Committee on School Lunches. Washington, U. S. Office of Education, 1941. 20 p. (Circular 202).

This summary of the activities of Government agencies gives full directions for procedure and an excellent bibliography.

*Community Food Preservation Centers.* Washington, Bureau of Home Economics, U. S. Department of Agriculture, 1941. (Misc. No. 472).

Gives details for organizing, administering, and equipping projects for food preservation.

*Nutrition Centers.* Washington, Rural Electrification Adm., U. S. Department of Agriculture. (R. E. A. Defense Food Series, 1941).

Tells in simple language how to set up food processing centers.

*Gardening and Food Preservation.* Washington, Division of Community Service, Work Projects Administration, Federal Works Agency. (Technical Series, Welfare Circular No. 2). Procurable at State W. P. A. Headquarters.

Shows techniques for conducting the food preservation program.

*Housekeeping Aide Circular.* Washington, Division of Community Service, Work Projects Administration, Federal Works Agency. (Technical Series, Welfare Circular No. 3).

Gives detailed instructions on planning, operation, and supervision of the project, as well as selection and responsibilities of personnel.

For *Readings Lists, Posters*, and other materials, write: Information Service, Office of Defense Health and Welfare Services, Federal Security Agency, Washington, D. C.



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